ANNUAL BUDGET SUBMISSION SCHEDULE

ACADEMIC UNITS

September:
- Provost sends letters to Deans requesting budget proposals

Sept - Oct:
- DLC management meets to write the budget proposal

Nov - Dec:
- Deans submit initial academic budget proposals to Provost

December:
- Budget Office submits consolidated academic budget proposals to Assistant Provost for Administration
  - President, Provost, EVP and Chancellor review budget proposals with Deans
  - Provost sends budget decision letters to Deans

January:
- Budget Office sends final budget submission instructions to community

mid-January:

February:

March 1:

April 1:

ADMIN. UNITS

- EVP sends letters to Heads of Administrative Units requesting budget proposals

December:
- DLC management meets to write the budget proposal

January:
- Heads of Administrative Units submit initial budget proposals to Budget Office

March 1:

Verifications and review processes commences

Budget Book published